

**STREET LIGHTING ELECTRICIAN SUPERVISOR (3840)
TASK LIST 2017**

Inspection/ Diagnosis

1. Evaluates street lighting equipment such as luminaires including high pressure sodium (HPS), mercury vapor (MV), and light emitting diode (LED), conversion kits, and external ballasts and drivers for conformance to street lighting equipment specifications by installing and/or using the equipment for test or field purposes in order to formulate recommendations to management such as Street Lighting Electrician Superintendents or other staff such as Street Lighting Engineers on the practicality of the City using new street lighting electrical equipment.
2. Reads Patrol Maps and reviews schematic information such as locations of street lighting equipment including transformers and conduit, and circuitry diagrams in order to locate circuit problems and feed point locations and ensure that the information matches plan specifications.
3. Visually inspects and evaluates the operating condition of street lighting equipment for purposes such as the need or feasibility for repair, replacement, and/or recycling in order to advise the journey-level crew leaders such as Street Lighting Electricians and other staff including Cement Finishers and Welders of further actions such as the need to replace conduit, street light poles, luminaires, concrete work, and/or shop fabrication.

Project Management

4. Reads, assigns and disseminates street lighting engineering construction plans, such as Series to Multiple Conversion (STM), Energy and Cost Conservation (E&C) and Replacement Lighting District (RLD) plans to field operation personnel such as Street Lighting Electricians, Street Lighting Engineers, and/or Cement Finishers and welders in order for personnel to complete assigned projects and/or determine appropriateness of salvaging equipment.
5. Makes verbal recommendations to supervisors and/or management on activities, which may include work procedures and methods, equipment usage, inventory needs, and recycling obsolete equipment or replacement parts, based on information such as work activity reports, material management system printouts, and input from subordinate supervisors, in order to ensure a safe and efficient work operation.
6. Informs other City Departments such as the Department of Water and Power (DWP) of work activities that require technical expertise and interdepartmental coordination, including hazardous work performed at sites which have special circuits and/or substation power sources, in order to ensure that the job receives the appropriate level of technical expertise and is completed in a timely and safe manner.
7. Visually inspects on-going and/or completed street lighting jobs such as, digging and/or tunneling for conduit, setting foundation forms, templates, pouring concrete foundations, and repairing, installing, relocating, and replacing street lighting equipment in order to assess job progress and ensure conformance to work procedures and standards as outlined in the Standard Specifications for Public Works Construction and the Bureau's Special Specifications for the Construction of Street Lighting Systems.

8. Determines supplies, costs, equipment, and staffing needs to complete assigned work or future projects including new lighting installations, conversion projects, circuit upgrades, and/or relocating equipment for private improvements by visiting the job sites and reviewing project plans of similar work that was completed in the past, which outline the makeup of the work crew, types of equipment used, and labor costs in order to estimate the cost of the project and the amount that the City should require for the completion of desired private improvement requests submitted by the public.
9. Tracks, manages, and records labor hours, project status, and equipment using the Department's electronic Asset Maintenance System (AMS) in order to ensure work is being completed on time and within budget.
10. Schedules the use of materials and tools required for construction or maintenance projects with warehouse staff in order to ensure that the crewmembers have the required tools and materials for the job and that the job is completed safely.
11. Communicates with other City Departments, public utilities, and local agencies by calling, e-mailing, or meeting in the field to discuss hazardous and unsafe worksite activities such as proximity to high voltage power lines, and underground conflicts in order to ensure that the job receives the appropriate level of technical expertise.
12. Tracks service requests such as complaints submitted electronically by employees, the public, 3-1-1 Ambassadors, City Council, or Mayor's Office by reviewing data entries in the Asset Maintenance System (AMS) in order to determine the priority of the job request and assign work accordingly.

Supervision/Administrative

13. Plans the work of Street Lighting Electricians, Assistant Street Lighting Electricians, Electrical Craft Helpers, Maintenance and Construction Helpers, and other employees engaged in street lighting field operations by taking into account the schedule of the job, cost estimates of labor hours, the priority and difficulty level of each job, the skill set needed to complete the remainder of work, and the schedules and workloads of available subordinates and/or crewmembers, and assigns work via email, cell phone, and in-person in order to accomplish project goals.
14. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, procedures, and benefits in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with Department standards.
15. Fills-out reports on scheduled activities and/or routine occurrences, such as performance evaluations, work progress, equipment and supplies usage, requests work or services, sick and/or injury incidents in order to provide information to department administrative personnel.

16. Trains employees by explaining and demonstrating work procedures, displaying video training films, inviting technical guest speakers, and then observing employee performance to ensure employees are properly trained and to determine additional training needs; provides safety and/or other specialized training to staff and/or other employees in order to ensure employees can successfully perform their job duties and do so in compliance with Department standards.
17. Evaluates subordinates' performance based on completion of assignments, such as installing street lighting equipment, identifying power outage sources, supervising others, and preparing work activity reports to ensure that street lighting functions, including construction, maintenance, repair, and inventory and yard management in the Bureau of Street Lighting's field operations are completed efficiently and safely.
18. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training and discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
19. Conveys information to employees orally or in writing, including information from management such as, work methods and procedures, legal requirements and regulations, policy changes or department objectives, interpretations of City policies or Memorandums of Understanding (MOUs), updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
20. Interviews job candidates for positions such as Street Lighting Electricians, Assistant Street Lighting Electricians, Maintenance and Construction Helpers, and clerical and administrative personnel in order to make hiring recommendations and/or decisions based on factors such as technical knowledge and Personnel policies including the rule of Three whole scores.
21. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
22. Consults with the City Attorney's Office and/or the City Personnel Officer over the phone and in-person to obtain and exchange information regarding liability or legal actions, employee grievances, and other personnel issues in order to ensure decisions are made in compliance with law, regulations, and policies.

Other

23. Investigates claims related to public and/or employee hazards, injuries, or complaints such as reports of damaged lights or car accidents involving street lighting poles by visiting the reported sites to verify and confirm the accuracy of the claim and writes emails and memos to management of investigation findings and recommendations for necessary corrections or further actions such as referring the claim to another department or agency.

24. Schedules and assigns a work crew to turn lights on or off for special events such as ceremonies, filming, or dedications taking place within the City in response to special requests received from private contractors, public agency personnel, citizens, and State, County and Local City representatives.